



# ***JOB DESCRIPTIONS***

## ***36B20 Level***

**FINANCIAL MANAGEMENT ANALYSTS PERFORM THE DUTIES SHOWN IN THE PRECEDING LEVEL OF SKILL. VERIFY ACCURACY OF COMMITMENT REGISTERS, ACCOUNTING DOCUMENTS AND DATA BASES, DISBURSING REPORTS AND DOCUMENTS, TRAVEL VOUCHERS, VENDOR PAYMENTS; AND PAY DOCUMENTS. ESTABLISH AND MAINTAIN PAY ACCOUNTS ON FOREIGN NATIONALS. AS A SERGEANT JOB TITLES ARE PAY ANALYST, DISBURSING ANALYST, COMMERCIAL ACCOUNTS ANALYST; MAY ALSO SERVE AS A DRILL SERGEANT OR DETAILED RECRUITER.**

